



## **Master Plan Implementation Committee**

Date: April 2, 2021

Time: 2:00 PM to 3:30 PM

Location: Conducted via Remote Participation

### **Minutes**

Present: Joe Barr, Peter Howard, Ann LeRoyer, Charlie Kalauskas, Jenny Raitt, Wendy Richter, Ralph Willmer, Erin Zwirko.

Absent: Mike Byrne, Adam Chapdelaine.

The first item on the agenda was to review the draft Report to Annual Town Meeting from the MPIC. Erin had circulated a draft prior to the meeting, and she received comments from Charlie. Peter and Ann indicated that they would send edits separately. The Committee members also discussed specific items to provide clarifying comments.

The Committee members had a few suggestions. It was recommended to add links to the text for readers to learn more on specific projects or about the Master Plan in general. It was recommended to also add a statement regarding the economic development pandemic-related activities are not necessarily envisioned in the Master Plan but are important initiatives that deserve attention.

Erin indicated that she would send out an updated version after the meeting and requested that Committee members provide any copy edits back to her by Monday. She indicated that she will have the copies printed so that the report could be included in the packet that the Select Board's Office will be providing to Town Meeting members.

The Committee then discussed the status of the various subcommittees. Erin noted that the Residential Study Group and the Mill Brook Study Group are inactive. The Historical and Cultural Resources Working Group will be reactivated to support the Department on two CPA-funded projects. The Zoning Bylaw Working Group is also active, but does not have a project for the upcoming fiscal year.

The Committee members discussed a desire for the Mill Brook Study Group to reconvene for a check in. The Mill Brook Corridor Report acknowledges that the interventions that the Town could do is limited due to the large amount of private property that surrounds the brook, but the Report also focused on education and advocacy. The reconvening of the Study Group would allow the group to discuss

opportunities to educate and advocate in the future that is related to recently completed and upcoming activities, projects, and other efforts. Jenny indicated that she would ask the Department liaison to schedule a meeting for May.

The Committee discussed what the Zoning Bylaw Working Group could work on in the upcoming year. Erin noted that there was some interest from a few members for the Working Group to play a more active role in working with citizen petitioners on potential zoning amendments in advance of Town Meeting. The Committee discussed whether the Working Group should work on consolidating the zoning map. It was decided that it would be too large an undertaking at this time.

Moving to new activities that the Committee may want to address, Jenny noted that there are quite a few committees devoted to economic development. She suggested that there may be some desire to consolidate some or all of the committees to address unfinished work in the Master Plan. In particular, a streamlined committee might start looking at zoning and the zoning map for Arlington Heights.

Jenny also noted that the Redevelopment Board is interested in guidelines for commercial and industrial districts that are more similar to the residential design guidelines. Jenny explained that there are existing guidelines but are not tailored for Arlington. The Committee discussed requesting funding to hire a consultant to help as this project would be a nice companion to the proposed industrial zoning amendments that will be under consideration by Town Meeting.

The Committee then discussed the Connect Arlington Sustainable Transportation Plan, and how the recommendations of that plan would supplement the Master Plan's recommendations and would be responsibility of another committee to implement. Jenny indicated that she would ask the Senior Transportation Planner to attend an upcoming meeting and April 30<sup>th</sup> was discussed as a potential meeting date.

The Committee also discussed whether planning for an update to the Master Plan is necessary. The current Master Plan was designed with a 10-year time horizon. The Committee discussed whether a consultant would be needed and potential funding sources. Jenny indicated that it would be important to understand the scope of the update before discussing funding and consultants.

The meeting summary from March 9 was approved by a unanimous roll call vote. Wendy abstained as she was not in attendance at that meeting.

The Committee would wait until Jenny has a hired a new Assistant Director to schedule a meeting after Town Meeting but before the summer.

Meeting adjourned at 3:30 PM.